



TOWN OF MANCHESTER



POSITION AVAILABLE

MANAGEMENT ANALYST

Budget and Research Office

37.5 hours/week

\$64,261.00

CLOSING DATE: FRIDAY, DECEMBER 27, 2013

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: The Management Analyst will assist in all Budget & Research Office activities including preparation and management of annual operating budgets, preparation and implementation of the capital improvement plan, coordinating special projects, preparing special reports, conducting research and analysis, and assisting in grant preparation. The Management Analyst may also provide staff support to public boards or commissions. The position will offer exposure to all facets of local government and will entail a wide range of assignments. Performs a variety of studies, reports and related information for decision making purposes; conducts research analysis and prepares recommendations regarding proposals for programs, systems, service improvements, grants, budgets, equipment, etc. Responsible for individual Town projects on a continuous basis in areas such as budget, technology and intergovernmental relations. Presents project recommendations to General Manager, Department Heads and other staff. Prepares reports for submission by General Manager to the Board of Directors and other groups and individuals; assists in the preparation of the Board agenda; prepares, distributes, and tracks progress of Board referrals; makes presentations to staff, Board of Directors, boards and commissions, civic groups and the general public. Assists in the preparation and administration of annual budget; reviews and analyzes budget requests, expenditures, and revenues with other key staff. Researches grant programs; assists in the preparation and submissions of grant applications.

MINIMUM TRAINING/EXPERIENCE/EDUCATION: Master's Degree in Public Administration, Business Administration or a closely related field plus two (2) years of experience relating to municipal budget or local government, or suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee. High degree of proficiency in spreadsheet and other common software applications. Ability to work effectively with public officials, general public, and administrative personnel. Ability to work independently. Willingness to work additional hours when necessary and to attend meetings outside of regular business hours.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications and job descriptions are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Hotline at (860) 647-3170 or view our website at: <http://hr.manchesterct.gov/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, December 27, 2013 or must be postmarked by Friday, December 27, 2013. **No faxed or e-mail copies of resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.